

VACANCY NOTICE

#2005-58

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Legal Assistant</u>	CLASSIFICATION CODE: <u>02461400</u>
	SALARY RANGE: <u>119, \$30750-34156</u>	REFERENCE POSITION NO.: <u>2410-14000-33</u>
	Department or Agency Name <u>Administration</u>	APPLICATION PERIOD: <u>4/22/05-4/28/05</u>
	Division/Section/Unit <u>Legal Services</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>1st (Monday-Friday)</u>	Job Location: <u>One Capitol Hill, Providence, RI 02908</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No <u>x</u> _____
	Name of Bargaining Unit Union: _____	
	There is _____ is not <u>x</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
To be responsible for performing and supervising a variety of legal assistant duties directly related to the support and maintenance of a legal services program; when authorized, to contact representatives from other legal service divisions of state agencies, state and federal courts, the Attorney General's office, and private law offices; to work with other state and private laws offices in carrying out various duties under the purview of a supervisor; to supervise case controls and prepare legal forms, to maintain calendars, formal and special cause calendars and trial calendars; to prepare draft pleading and correspondence during the course of official duties; to work efficiently and unsupervised in a fast-paced high charged atmosphere while dealing with complex issues, superior, supreme, and federal courts and Administrative Adjudication deadlines.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a senior high school supplemented by various professional courses/seminars related to legal issues, supervisory procedures and management information systems; and	
	Experience: Such as may have been gained through: extensive employment in a legal office performing diverse legal assistant/administrative assistant duties relative to law in comprehensive legal services/state regulatory program, which includes supervision and management of an extensive support staff and the preparation of legal documents. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Donna Dell'Aquila	Telephone #: <u>(401) 222-5078</u>
	Department of Administration	Fax #: <u>(401) 222-8244</u>
	One Capitol Hill	TTY/TDD #: <u>7-1-1</u>
	Providence, RI 02908	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER